

CECW-ON

15 Oct 1998

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS AND
DISTRICT COMMANDS, ATTN: CHIEFS, CONSTRUCTION-
OPERATIONS DIVISIONS

SUBJECT: National Recreation Reservation Service™ Park.Office Training Schedule

1. Reference CECW-ON memorandum, subject: Field Level Training for Participants in the National Recreation Reservation Service™, 24 August 1998. The training schedule, as provided herein, was developed in accordance with the information provided in response to the referenced memorandum.
2. The Park.Office training will take 5 days and will be conducted at one of Park.Net's facilities, using existing, networked computer training stations at Ballston Spa, New York, or Rancho Cordova, California. The Park.Office software train-the-trainer course employs a "hands on" approach with each student using a computer that is fully outfitted with all of the Field Reservation Program (FRP) software. Training topics will include NRRS™ policies and procedures as they are implemented through the FRP; communications procedures between Park.Net and the field location; how to use the Help desk; setting up the computer hardware, telecommunications and software to support the FRP; troubleshooting the initial installation; the operation and use of all aspects of the FRP; how to access the various management and financial reports; a general overview of all other reservation services provided by Park.Net; and instruction on effective training methods.
3. Information regarding the training schedule is enclosed. Enclosure 1 lists attendees and course assignments by district. Lodging and travel information for the New York and California training centers is provided in enclosures 2 and 3, respectively. Note that classes begin on Monday at 8:00 a.m. and end at noon on Friday. Please make travel plans accordingly.
4. We appreciate the assistance of NRRS™ points of contact during the development of the course schedules. Individuals were scheduled within their optimum training window to the greatest extent possible. We understand that some individuals may have conflicts, which prevent their attending the session to which they are assigned. All requests for scheduling changes must be staffed through the district NRRS™ point of contact. Districts should work within their session assignments to the maximum extent possible to accommodate needed changes. Once necessary changes are identified, the district point of contact must call Ms. Bonnie Bryson at (502) 582-5274, for verification of the scheduling change.

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SUBJECT: National Recreation Reservation Service™ Park.Office Training Schedule

5. The only direct cost of training to the field location will be the TDY costs for course attendance. There are no separate tuition costs and no additional costs for books or training materials. A training request form (DD 1556) must be prepared locally for attendees who wish to have this training documented in their official personnel file. Since this is "no-cost" training, the DD 1556 will be prepared in the Central Personnel Operating Center (CPOC) system, rather than in the U.S. Army Corps of Engineers Financial Management System. Use the TRAIN section of CPOC's Personnel Process Improvement (PPI) menu. Park.Net, Incorporated has been added to the training vendor list in PPI.
6. Specific questions on the Park.Office software train-the-trainer course and on lodging and travel should be directed to Mr. Tom Hale at 717-835-5281. District NRRS™ points of contact who need to discuss potential training schedule changes should contact Ms. Bonnie F. Bryson via email or at 502-582-5274.
7. The HQUSACE point of contact for the NRRS™ is Ms. Judy Rice at (202) 761-1795; the Interagency Program Manager (Interim) is Mr. Jack Ardner, CENWD-ET-ON at (503) 808-3886; and the Corps Program Manager is Mr. Greg Webb, CESWF-OD at (817) 978-4641.

FOR THE COMMANDER:

/S/

3 Encls

CHARLES M. HESS

Chief, Operations Division
Directorate of Civil Works

CECW-ON

SUBJECT: NATIONAL RECREATION RESERVATION SERVICE™ PARK.OFFICE TRAINING
SCHEDULE

CF:

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CECW-MA (2)

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NRRS Park Office Software Train-the-Trainer Course Sessions
Course Location Column contains code corresponding with course assignment.
NY = New York CA = California

NOTE: Coordinate any proposed schedule changes through your District NRRS POC

Trainee Name	Title	Duty Station	Course/ Location	Course Dates
Joe Kolodziej	Park Ranger	CELRH-OR-BUS	NY7	29 Mar - 2 Apr
Jay Davis	Park Ranger	CELRH-OR-ELT	NY7	29 Mar - 2 Apr
C.J. Hamilton	Park Manager	CELRH-OR-SUM	NY7	29 Mar - 2 Apr
Keith Ann Nuckles	Park Ranger	CELRH-OR-SUT	NY7	29 Mar - 2 Apr
Jack Nichol	District NRRS POC	CELRH-OR-TS	NY7	29 Mar - 2 Apr
Lloyd Crabbe	Park Ranger	CELRL-OP-GR-B	NY6	22 - 26 Mar
Sandy Mattingly	Office Administrator	CELRL-OP-GR-G	NY6	22 - 26 Mar
Kelli Hurt	Office Administrator	CELRL-OP-GR-N	NY6	22 - 26 Mar
Linda Clark	Office Administrator	CELRL-OP-GR-R	NY6	22 - 26 Mar
Bonnie Bryson	Park Ranger	CELRL-OP-TO	NY6	22 - 26 Mar
Karl G. Davis	Park Ranger	CELRL-OP-UK-B	NY6	22 - 26 Mar
Bernice Amburgey	Park Ranger	CELRL-OP-UK-F	NY6	22 - 26 Mar
Ken Scott	Park Ranger	CELRN	NY5	15 - 19 Mar
Robert Davis	Park Ranger	CELRN	NY5	15 - 19 Mar
Scott Fanning	Park Ranger	CELRN	NY5	15 - 19 Mar
Terry Martin	Park Ranger	CELRN	NY5	15 - 19 Mar
Bobby Hayes	Park Ranger	CELRN	NY5	15 - 19 Mar
Mark Willis	Park Ranger	CELRN	NY5	15 - 19 Mar
Gary Hayes	Park Ranger	CELRN	NY5	15 - 19 Mar
Todd Yann	ORP	CELRN	NY5	15 - 19 Mar
Cindy Jackson	Park Ranger	CELRN	NY5	15 - 19 Mar
Pamela Taylor	Park Ranger	CELRP-OR-BB	CA5	8 - 12 Mar
Patricia Hixon	Park Ranger	CELRP-OR-BS	CA5	8 - 12 Mar
Suzanne Glass	Park Ranger	CELRP-OR-MY	CA5	8 - 12 Mar
George Turak, Jr.	Outdoor rec Plnr	CELRP-OR-TR	CA5	8 - 12 Mar
Amy Keitzer-Wallace	Park Ranger	CELRP-OR-UT	CA5	8 - 12 Mar
Michael D. Robinson	Park Ranger	CEMVK-OD-GE	CA2	11 - 15 Jan
Andrew Strickland	Park Ranger	CEMVK-OD-GG	CA2	11 - 15 Jan
Lawran Richter	Outdoor Rec Planner	CEMVK-OD-MN	CA2	11 - 15 Jan
David Baldrige	Park Ranger	CEMVK-OD-OD	CA2	11 - 15 Jan
William B. Fowler	Park Ranger	CEMVK-OD-OG	CA2	11 - 15 Jan
Robbie Hancock	Park Ranger	CEMVK-OD-OO	CA2	11 - 15 Jan
Ernest Lentz	Park Ranger	CEMVK-OD-SA	CA2	11 - 15 Jan
Ray Scott Harrison	GIS Ranger	CEMVK-OD-SS	CA2	11 - 15 Jan
Dean A. Skalbeck	Park Ranger	CEMVP-CO-MH	CA8	29 Mar - 2 Apr
Ray N. Nelson	Resource Manager	CEMVP-CO-MH-CL	CA8	29 Mar - 2 Apr
David B. Reynolds	Park Ranger	CEMVP-CO-MR-EG	CA8	29 Mar - 2 Apr
Scott C. Tichy	Park Ranger	CEMVP-CO-WF-BHD	CA8	29 Mar - 2 Apr
Janet M. Lewis	Park Ranger	CEMVR-OD-C	CA3	22 - 26 Feb
C. Leon Hodges	Supervisory Pk Rgr	CEMVR-OD-MN	CA3	22 - 26 Feb
Danet Dexter	Park Assistant	CEMVR-OD-MN	CA3	22 - 26 Feb
Joe Laird	Park Ranger	CEMVR-OD-R	CA3	22 - 26 Feb
Elaine W. DeVoe	Outdoor Rec Planner	CEMVR-OD-T	CA3	22 - 26 Feb
Michael E. Coltrain	Park Ranger	CEMVR-OD-Y	CA3	22 - 26 Feb
Stephen B. Fairbanks	Park Ranger	CEMVR-OD-Y	CA3	22 - 26 Feb
John Shane Peltas	Park Ranger	CEMVS-CO-A	CA4	1 - 5 Mar
Richard C. Chiles	Park Ranger	CEMVS-CO-A	CA4	1 - 5 Mar
Jerry Parker	Park Ranger	CEMVS-CO-A	CA4	1 - 5 Mar
Mark D Roderick	Park Ranger	CEMVS-CO-B	CA4	1 - 5 Mar

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Robert C. Crocker	Park Ranger	CEMVS-CO-J	CA4	1 - 5 Mar
Stephen W. Summers	Park Ranger	CEMVS-CO-S	CA4	1 - 5 Mar
Roger Hayes	Park Ranger	CEMVS-CO-TO	CA4	1 - 5 Mar
Diane Stratton	Park Ranger	CEMVS-CO-W	CA4	1 - 5 Mar
Bill Donnellan	Park Ranger	CENAB-OPF-J	NY3	1 - 5 Mar
Tammy Persing	Secretary	CENAB-OPF-PT	NY3	1 - 5 Mar
Allen Gwinn	Park Ranger	CENAB-OPF-R	NY3	1 - 5 Mar
Greg Mollenkopf	Outdr Rec Plnr	CENAB-OP-TR	NY3	1 - 5 Mar
Ed Greenough	Park Ranger	CENAE-CO-TRB-WT	NY7	29 Mar - 2 Apr
Mathew Underwood	Park Ranger	CENAE-CO-UCRB-BA	NY7	29 Mar - 2 Apr
Dale Berkness	Park Ranger	CENAE-CO-UCRB-BA	NY7	29 Mar - 2 Apr
TBD	TBD	CENEA-CO-TS	NY7	29 Mar - 2 Apr
Joe Faloretti	Park Manager	CENED-CO-LCRB	NY7	29 Mar - 2 Apr
Michael W. Carey	District Coordinator	CENWK-CO-TR	NY4	8 - 12 Mar
James Franz	Park Ranger	CENWK-OF-CL	NY4	8 - 12 Mar
James Brown	Park Ranger	CENWK-OF-HC	NY6	22 - 26 Mar
Dan Sandersfeld	Park Ranger	CENWK-OF-HT	NY6	22 - 26 Mar
Larry D. Smith	Park Ranger	CENWK-OF-KA	CA8	29 Mar - 2 Apr
Kenneth Wilk	Park Ranger	CENWK-OF-ME	NY4	8 - 12 Mar
Brent Logan	Park Ranger	CENWK-OF-MI	CA8	29 Mar - 2 Apr
Bunnie Watkins	Park Ranger	CENWK-OF-PE	CA7	22 - 26 Mar
Bradley Cox	Park Ranger	CENWK-OF-PO	NY5	15 - 19 Mar
Glen Locke	Park Ranger	CENWK-OF-PT	CA7	22 - 26 Mar
Marcia Thomas	Park Ranger	CENWK-OF-RA	NY5	15 - 19 Mar
Rodney Hendricks	Park Ranger	CENWK-OF-ST	CA8	29 Mar - 2 Apr
Paul Weidhaas	Park Ranger	CENWK-OF-TC	CA7	22 - 26 Mar
Ken "Buck" Wenger	Park Ranger	CENWK-OF-WI	CA7	22 - 26 Mar
Reed Sanderson	Park Ranger	CENWO-OD-BB	NY6	22 - 26 Mar
Dale Lundquist	Park Ranger	CENWO-OD-FR	CA8	29 Mar - 2 Apr
Mike Hubert	Park Ranger	CENWO-OD-FR	CA8	29 Mar - 2 Apr
Linda Swatfager	Park Ranger	CENWO-OD-GA	CA7	22 - 26 Mar
Carol Ryan	Park Ranger	CENWO-OD-GP	CA7	22 - 26 Mar
TBD		CENWO-OD-LP	CA7	22 - 26 Mar
Mike Key	Park Ranger	CENWO-OD-OA	CA8	29 Mar - 2 Apr
Julie Price	Park Ranger	CENWO-OD-OA	CA8	29 Mar - 2 Apr
Bill May	Park Ranger	CENWO-OD-OA	CA8	29 Mar - 2 Apr
Russ Somsen	Park Ranger	CENWO-OD-OA	NY7	29 Mar - 2 Apr
Wayne Freed	Outdoor Rec Planner	CENWO-OD-TN	CA7	22 - 26 Mar
Dan Cottrell	Park Ranger	CENWP-CO-D	CA7	22 - 26 Mar
Tom Tomsen	Park Ranger	CENWP-CO-D	CA7	22 - 26 Mar
Patricia D. Williams	Park Manager	CENWP-CO-SR	CA7	22 - 26 Mar
Rebecca L. Miner	Park Ranger	CENWP-CO-V	CA7	22 - 26 Mar
Linda E. Lamb	Park Ranger	CENWS-OD-AF	CA2	11 - 15 Jan
Cynthia S. Samples	Park Ranger	CENWS-OD-AF	CA2	11 - 15 Jan
Joyce M. Dunning	Park Ranger	CENWW-OP-ED	CA6	15 - 19 Mar
Paul Pence	Park Manager	CENWW-OP-ED	CA6	15 - 19 Mar
Philip E. Bengé	ORP	CENWW-OP-TN	CA6	15 - 19 Mar
Barbara J. Logston	Contract Specialist	CENWW-OP-WI	CA6	15 - 19 Mar
Daniel D. Dunnett	Park Ranger	CENWW-OP-WI	CA6	15 - 19 Mar
Tambour Eller	Outdoor Rec Planner	CESAJ-CO-OM	NY2	25 - 29 Jan
Justin McBride	Park Ranger	CESAJ-CO-SO-R	NY2	25 - 29 Jan
Jason Haynes	Park Ranger	CESAM-BA-DAN	NY 1	2 - 6 Nov

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Frank McIntosh	Park Ranger	CESAM-BA-RFH	NY 1	2 - 6 Nov
Archie Reaves	Park Ranger	CESAM-OL	NY 1	2 - 6 Nov
Christopher Spiller	Park Ranger	CESAM-OP-AC	NY 1	2 - 6 Nov
Ernest Noe	Park Ranger	CESAM-OPACJW	NY 1	2 - 6 Nov
Linda Hartsfield	Park Ranger	CESAM-OP-AL	NY 1	2 - 6 Nov
James Ford	Park Ranger	CESAM-OPBADE	NY 1	2 - 6 Nov
Dale Pickard	Park Ranger	CESAM-OPBAHOL	NY 1	2 - 6 Nov
Paul Molla	Park Ranger	CESAM-OP-CL	NY 1	2 - 6 Nov
Lori Jones	Park Ranger	CESAM-OP-OC	NYT	26 - 30 Oct
Mike Carter	Park Ranger	CESAM-OPOCBS	CA4	1 - 5 Mar
Christopher Lami	Park Manager	CESAM-OP-TR	NY 1	2 - 6 Nov
David Allen	Park Ranger	CESAM-OP-WP	NY 1	2 - 6 Nov
TBD	IM rep	CESAS-IM	NYT	26 - 30 Oct
Sandy Campbell	Park Ranger	CESAS-OPH	NY2	25 - 29 Jan
Jim Deal	Park Ranger	CESAS-OPH	NY2	25 - 29 Jan
Jay Weidman	Park Ranger	CESAS-OPT	NY 1	2 - 6 Nov
Jeff Rose	Park Ranger	CESAS-OPT	NY2	25 - 29 Jan
Lynne R. Beeson	Chief Park Ranger	CESAS-OPT	NYT	26 - 30 Oct
Terry Ramsey	Asst. Res. Mgr.	CESAW-TS-OK-R	CA5	8 - 12 Mar
TBA	Chief Ranger	CESAW-TS-OK-R	CA5	8 - 12 Mar
Kerry Pearce	Park Ranger	CESAW-TS-OP	CA5	8 - 12 Mar
Frances R. Jolly	Park Ranger	CESAW-TS-OS	CA5	8 - 12 Mar
Paula Carper	Admin. Officer	CESAW-TS-OT-R	CA5	8 - 12 Mar
TBD	TBD	CESPA-OD-AB	CA5	8 - 12 Mar
TBD	TBD	CESPA-OD-CH	CA5	8 - 12 Mar
TBD	TBD	CESPA-OD-JM	CA3	22 - 26 Feb
TBD	TBD	CESPA-OD-O	CA3	22 - 26 Feb
David Drain	Park Ranger	CESPK-CO-SB	CA3	22 - 26 Feb
Nicki Allen	Park Ranger	CESPK-CO-SE	CA4	1 - 5 Mar
Skip Sivertsen	Park Ranger	CESPK-CO-SF	CA4	1 - 5 Mar
Calvin Foster	Park Ranger	CESPK-CO-SJ	CA4	1 - 5 Mar
Matt Murphy	Park Ranger	CESPK-CO-SK	CA3	22 - 26 Feb
Phil Smith	Park Ranger	CESPK-CO-SM	CA3	22 - 26 Feb
Ann Sarnecki	Park Ranger	CESPK-CO-SN	CA3	22 - 26 Feb
Valeri Mavis	Park Ranger	CESPN-CO-GP	CA6	15 - 19 Mar
Barbara Cooper	Park Ranger	CESPN-CO-GR	CA6	15 - 19 Mar
Randy L. Dixon	Park Ranger	CESPN-CO-O	CA6	15 - 19 Mar
Mike Wolford	Park Ranger	CESPN-CO-O	CA6	15 - 19 Mar
Greg Webb	COTR	CESWF-OD	NYT	26 - 30 Oct
Michael McInnis	Park Ranger	CESWF-OD-BB	CA1	16 - 20 Nov
Terry Schmidt	Park Ranger	CESWF-OD-BB	CA1	16 - 20 Nov
Todd Spivey	Park Ranger	CESWF-OD-BN	CA1	16 - 20 Nov
James Murphy	Park Ranger	CESWF-OD-BR	CA1	16 - 20 Nov
Scott Blank	Park Ranger	CESWF-OD-GA	CA1	16 - 20 Nov
Vicki White	Park Ranger	CESWF-OD-GR	CA1	16 - 20 Nov
Tommy Hipp	Park Ranger	CESWF-OD-HC	NYT	26 - 30 Oct
Bobby Wooley	Park Ranger	CESWF-OD-LA	CA1	16 - 20 Nov
Kathy Gately	Park Ranger	CESWF-OD-LE	CA1	16 - 20 Nov
Harold Ives	Park Ranger	CESWF-OD-LP	NY 1	2 - 6 Nov
Olen Burditt	Park Ranger	CESWF-OD-NF	CA1	16 - 20 Nov
Al Joe Hunt	Park Ranger	CESWF-OD-NM	CA1	16 - 20 Nov
Michael Weber	Park Ranger	CESWF-OD-PR	CA1	16 - 20 Nov

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Robert Waznick	Park Ranger	CESWF-OD-SH	CA1	16 - 20 Nov
Emmitt Attaway	Park Ranger	CESWF-OD-SO	CA1	16 - 20 Nov
Ricky Raymond	Park Ranger	CESWF-OD-SR	CA1	16 - 20 Nov
Chris Byrd	Park Ranger	CESWF-OD-TB	CA1	16 - 20 Nov
William Kaferkamp	Park Ranger	CESWF-OD-WA	CA1	16 - 20 Nov
Shane Demmer	Park Ranger	CESWF-OD-WH	CA1	16 - 20 Nov
Matthew Seavey	Park Ranger	CESWF-OD-WP	NY 1	2 - 6 Nov
Renee Bouchard	Park Ranger	CESWL-OP-C	NY2	25 - 29 Jan
Bill Allbright	Park Ranger	CESWL-OP-G	NY 1	2 - 6 Nov
Jim Marple	Park Ranger	CESWL-OP-G	NY6	22 - 26 Mar
Chris Roark	Park Ranger	CESWL-OP-G	NY6	22 - 26 Mar
Michael Cannon	Park Ranger	CESWL-OP-H	NY2	25 - 29 Jan
Roger Howell	Park Ranger	CESWL-OP-H	NY2	25 - 29 Jan
David Kimery	Park Ranger	CESWL-OP-L	NY 1	2 - 6 Nov
Belinda Byrns	Park Ranger	CESWL-OP-L	NY 1	2 - 6 Nov
Tommy Greenfield	Park Ranger	CESWL-OP-L	NY 1	2 - 6 Nov
Robin Parks	Park Ranger	CESWL-OP-M	NY 1	2 - 6 Nov
Alan Griffin	Park Ranger	CESWL-OP-M	NY 1	2 - 6 Nov
Hoover Willard	Park Ranger	CESWL-OP-N	NY 1	2 - 6 Nov
Lisa Owens	Park Ranger	CESWL-OP-N	NY 1	2 - 6 Nov
Ron Helton	District Coordinator	CESWL-OP-ON	NY 1	2 - 6 Nov
Daren Olson	Park Ranger	CESWL-OP-P	NY 1	2 - 6 Nov
Sylvester Jackson	Park Ranger	CESWL-OP-P	NY2	25 - 29 Jan
Fred Esser	Park Ranger	CESWL-OP-U	NY 2	25 - 29 Jan
Rick Hightower	Park Ranger	CESWL-OP-U	NY 2	25 - 29 Jan
Elizabeth Bowen	Park Ranger	CESWL-UW-BV	NY2	25 - 29 Jan
TBD	Park Ranger	CESWL-UW-BV	NY2	25 - 29 Jan
TBD	Park Ranger	CESWL-UW-BV	NY2	25 - 29 Jan
Johnie Dudley	Park Ranger	CESWT-OD-FC	NY4	8 - 12 Mar
Mark Cazier	Park Ranger	CESWT-OD-FCF	NY4	8 - 12 Mar
Pam McNeely	Admin Asst.	CESWT-OD-FE	NY4	8 - 12 Mar
Ed Parisotto	Park Ranger	CESWT-OD-FE	NY4	8 - 12 Mar
Tim Rasmussen	Park Ranger	CESWT-OD-FFB	NY4	8 - 12 Mar
Cheri Randall	Park Ranger	CESWT-OD-FG	NY4	8 - 12 Mar
Jeff Paskin	Park Ranger	CESWT-OD-FHM	NY4	8 - 12 Mar
Patricia Livesay	Park Ranger	CESWT-OD-FHS	NY4	8 - 12 Mar
Dale Davidson	Park Ranger	CESWT-OD-FK	NY4	8 - 12 Mar
Jim Anderson	Park Ranger	CESWT-OD-FKK	NY3	1 - 5 Mar
Terry Holt	Park Ranger	CESWT-OD-FM	CA6	15 - 19 Mar
Steve Lesslie	Park Ranger	CESWT-OD-FMC	CA6	15 - 19 Mar
James Bowles	Park Ranger	CESWT-OD-FO	CA6	15 - 19 Mar
Marcus Ware	Park Ranger	CESWT-OD-FOS	NY3	1 - 5 Mar
Cathy Hendrix	Park Ranger	CESWT-OD-FT	NY3	1 - 5 Mar
Louis Holstead	Park Ranger	CESWT-OD-FW	NY3	1 - 5 Mar
Brande Serner	Recreation Clerk	CESWT-OD-FX	NY3	1 - 5 Mar
Cindy Buchanan	Park Ranger	CESWT-OD-FX	NY3	1 - 5 Mar
John Marnell	Recreation Planner	CESWT-OD-TR	NY3	1 - 5 Mar
Stanley Spirlock	Recreation Planner	CESWT-OD-TR	NY3	1 - 5 Mar

Lodging and Travel Information
Park Office Training
Ballston Spa, NY

Travel Arrangements: Attendees should make flight arrangements to arrive in Albany, NY on Sunday. Training will begin at 8:00am on Monday and conclude at 12:00 noon on Friday. The best flight arrangement is to fly into Albany, NY. There is a shuttle service available through Hollywood Limousines at a cost of \$55.00 one-way to the Sheraton Hotel at Saratoga Springs. The best option may be to team up and use rental cars. It is an approximate 50-minute drive to Saratoga Springs from the Albany Airport and a 20-minute commute from Saratoga Springs to Ballston Spa where training will be conducted.

Lodging Arrangements: A block of rooms is reserved under the name "Corps of Engineers, NRRS" at the Sheraton Hotel in Saratoga Springs. Reservations can be made by contacting the Reservations Department of the Sheraton at (518) 584-4000. If there is a problem with making a reservation, contact Chris Marcil, ext. 628. The rate is \$59 for a single excluding tax. Tax exempt forms/request for Government travel will be accepted. Rooms will be held until two weeks prior to the date of a reservation. To get to the Sheraton Hotel, turn left out of the Albany Airport Parking Lot onto Albany Shaker Road. Drive approximately 1 1/2 mile to I-87 and enter onto the northbound lane of I-87. Take exit 15 off of I-87. Turn left off the exit. At the 5th traffic light, turn left onto Rock Street. At the Stop sign turn right onto Maple Ave. The Sheraton parking lot is on your right. To get to the Park.Net Facility, follow HY 50 South through Saratoga Springs for approximately 5 miles. Immediately past the Dunkin Donut sign, turn right onto South Street. The Park.Net office is located on the right side of South Street in a former school building, approximately 200 yards from its intersection with HY 50 South. The telephone number at the Park.Net office is 518-885-4282.

Enclosure 2

Lodging and Travel Information
Park Office Training
Rancho Cordova, CA.

Travel Arrangements: Attendees should make flight arrangements to arrive in California on Sunday. Training will begin at 8:00am on Monday and conclude at 12:00 noon on Friday. There is a choice of flying into either the San Francisco or Sacramento Airports. Airline fares are somewhat less expensive flying into the San Francisco Airport from most locations; however, the distance from the San Francisco Airport to Rancho Cordova is considerably longer. From the San Francisco Airport, a rental car will be required for the approximate two and one-half hour drive to Rancho Cordova. From the Sacramento Airport, Rancho Cordova is approximately 30 miles. Supershuttle service is available at the Sacramento Airport at a cost of \$12.00 one-way to Rancho Cordova. Inform the Supersaver ticket agent that you are staying at the Sheraton to receive the \$12.00 rate. If rental cars are used, please attempt to team up with other attendees to minimize costs.

Lodging Arrangements: A block of rooms is reserved under the name "Corps of Engineers, NRRS" at the Sheraton Hotel in Sacramento/Rancho Cordova, 11211 Point East Dr., Rancho Cordova, CA. Reservations can be made by contacting the Reservations Department of the Sheraton at (916) 638-1100. If there is a problem with making a reservation, contact Melissa Price, ext. 1309. The rate is \$81 for a single excluding tax. Tax exempt forms/request for Government travel will be accepted. Rooms will be held until two weeks prior to the date of a reservation. To get to the Sheraton from the Sacramento Airport, take I-5 South to the I-50 exit. Proceed east toward Tahoe on I-50 and take the Sunrise Boulevard Exit. Off Sunrise Boulevard, take the Folsom Boulevard exit and proceed east on Folsom to Point East Dr. The Sheraton is located on 11211 Point East Dr. To access the Park.Net office, turn right onto Folsom Boulevard and proceed to Gilgore Road. Immediately after passing through the 4-way stop at the intersection of Gilgore Rd. and Trade Center Dr.; take the first left turn to the Park.Net office. The telephone number for the Park.Net headquarters is (916) 414-8400.

Enclosure 3

